

30 January 1975

MEMORANDUM FOR: Senior Training Officers  
O/DCI, DDA, DDI, DDO, DDS&T

SUBJECT : Federal Executive Institute - Nominations for Senior  
Executive Education Program and Executive Leadership  
and Management Program

1. The Federal Executive Institute, as in Fiscal Year 1975, has scheduled two major categories of programs for the next fiscal year: Four sessions of the seven-week Senior Executive Education Program and four sessions of the three-week Executive Leadership and Management Program.

2. A wide array of course options is provided in the seven-week program to facilitate executive improvement in three areas of effectiveness: The environment of Federal executive performance, management systems and processes, and interpersonal and personal effectiveness. The program is designed for executives in grades GS-16 and above (or equivalent in other Federal pay systems), and is open to persons in both career and non-career assignments.

3. The three-week program is designed to serve the needs of Federal executives at the critical time of transition into executive-level responsibilities. The curriculum focuses on executive roles, and provides for individual assessment and goal-setting; identification of government-wide and agency perspectives in organization, management, and programs; and identification of resources for continued executive development and accomplishment. The course is open only to executives within 18 months after their initial entry into a position at grade GS-16 and above, or equivalent. Persons in both career and non-career assignments are eligible.

4. The Agency has requested one space in each of the four sessions of the Seven-Week Executive Education Program as follows:

Sunday, September 7 - Friday, October 24, 1975  
Wednesday, October 29 - Wednesday, December 17, 1975  
Sunday, February 29 - Friday, April 16, 1976  
Sunday, May 9 - Friday, June 25, 1976

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The Agency has requested one space in each of the four sessions of the Three-Week Executive Leadership and Management Program as follows:

Monday, July 21 - Friday, August 8, 1975  
Monday, August 11 - Friday, August 29, 1975  
Monday, January 5 - Friday, January 23, 1976  
Monday, January 26 - Friday, February 13, 1976

5. Our quota will be filled on an Agency-wide basis with a system of principals and alternates for allocated spaces. You are reminded that employees selected to attend these programs must do so on a completely overt basis. May I ask, also, that insofar as possible your candidates' availability during the scheduled time of the session is assured; there has been an excessive rate of withdrawals of approved principals and alternates for the FY 75 runnings.

6. Please forward your nominations for the eight sessions to the Executive Secretary, Training Selection Board, by close of business Friday, 14 March 1975. Six copies of all nomination papers should be submitted for each candidate--a nominating statement giving reasons for proposing attendance, an up-to-date biographic profile, home address and the two most recent fitness reports. In addition, please indicate first and second choice sessions for each candidate.

7. Attached for distribution to your training officers are copies of the FEI 1975-76 Bulletin containing criteria and nominating procedures.

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Executive Secretary  
Training Selection Board

cc: D/EEO w/att

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ES-TSB :maq (30 Jan 75)

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